

UNITED STATES COURT OF APPEALS

District of Columbia Circuit



Vacancy Announcement Number: USCA-01-02

Position Title: CASE ADMINISTRATOR

Salary Range: \$29,328 - \$47,648 (CL-25) depending on qualifications.

Position Location: WASHINGTON, D.C.

Opening Date: March 12, 2001

Closing Date: OPENED UNTIL FILLED

POSITION SUMMARY: The incumbent receives and processes new cases on appeal from the district court and administrative agencies, and maintains the official case events summary on the automated court docket from opening to final disposition.

RESPONSIBILITIES: The incumbent reviews notices/petitions for timeliness and initial jurisdictional defects; identifies cases which require expedited consideration and refers to the appropriate personnel; reviews pleadings to ensure compliance with the court's rules; identifies cases for consolidation; accurately enters information into the automated database; prepares procedural and scheduling orders; monitors briefing and other due dates; and responds to inquiries from chambers, court staff, counsel and the public. The incumbent may also handle post-dispositional matters.

QUALIFICATIONS: The applicant must be a high school graduate or equivalent. In addition, applicant must have a minimum of two years general experience plus two years specialized experience involving the routine use of automation skills and the demonstrated ability to apply a body of rules, regulations, directives or laws. Experience in a court or legal setting is desirable. Excellent judgment, flexibility, the ability to handle a high volume of work, and the ability to prioritize are essential. Applicant must have good oral and written communication skills.

TERMS: This position is classified as temporary indefinite (for a year and a day and includes benefits) and will be reviewed annually with renewal based on budget and staffing considerations. The first year of employment is considered a probationary period.

REQUIREMENTS: Because the D.C. Circuit entertains a large number of high-profile and sealed cases, employees are subject to strict confidentiality requirements. In addition, employment is contingent upon the completion and satisfactory results of a background records check.

The successful applicant must be a United States citizen or eligible to work in the United States. This position is an excepted appointment and is "at will." The United States Court of Appeals is an Equal Employment Opportunity employer. The successful applicant will be subject to mandatory electronic transfer of funds for payment of net pay. The United States Courthouse is a smoke-free building.

Send letter of application and resume to:

U.S. Court of Appeals for the D.C. Circuit
E. Barrett Prettyman U.S. Courthouse
333 Constitution Avenue, N.W., Room 5434
Washington, D.C. 20001-2866
Attn: Valory Miller, Personnel Specialist
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